



Secretary V – Human Resources

Purpose Statement

The job of Secretary V – Human Resources is performed for the purpose of providing advanced administrative and secretarial support to the Human Resources Director. This role involves managing various HR functions, including I-9 processing, workforce safety claims, employment badges, answering phones, facilitating the onboarding process, managing unemployment claims, data entry, and performing receptionist duties. This position will ensure efficient HR operations and a positive experience for employees and visitors.

Supervisory Relationship

Reports to: Human Resources Director

Essential Functions

- **Greet Visitors:** Welcome and ensure a positive experience for visitors at the front desk.
- **Support Onboarding:** Assist the HR team in the onboarding process for new employees.
- **I-9 Compliance:** Ensure timely and accurate completion of I-9 forms for new hires and maintain organized records for compliance.
- **Order Supplies:** Manage the ordering of office supplies for the Human Resources Department.
- **Workforce Safety Claims:** Assist in the administration and processing of workforce safety claims, ensuring proper documentation and communication with stakeholders.
- **Employment Badges:** Manage the issuance and tracking of employment badges, ensuring security and compliance with company policies.
- **Answer Phones:** Direct incoming calls to appropriate HR personnel and provide information and assistance to employees and external inquiries.
- **Fingerprinting Support:** Assist with the fingerprinting process for new employees.
- **Coordinate Orientation:** Schedule orientations and assist in preparing necessary documentation for new hires.
- **Unemployment Claims:** Manage unemployment claims by providing necessary documentation and information as required. Assist the HR Director with related tasks.
- **Data Entry:** Accurately enter and maintain employee information in HR databases.
- **Generate Reports:** Create reports and assist in analyzing HR data as needed.
- **Mail Management:** Handle incoming and outgoing mail, as well as other general clerical tasks.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Proficiency in operating standard office equipment and pertinent software applications.
- Ability to prepare and maintain accurate records.
- Strong organizational skills and attention to detail.
- Effective written and verbal communication skills.
- Ability to develop effective working relationships.

Knowledge

- Basic math skills, including calculations using fractions, percentages, and ratios.
- Ability to read technical information, compose documents, and facilitate group discussions.

- Understanding of business telephone etiquette, grammar and punctuation, and office practices and procedures.

Abilities

- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Work independently and collaboratively with others in a wide variety of circumstances.
- Utilize defined processes to work with data and operate equipment using standardized methods.
- Maintain confidentiality, meet deadlines, and work with detailed information/data.
- Adapt to changing work priorities and maintain flexibility.
- Establish effective working relationships and handle multiple projects.
- Communicate with diverse groups, work as part of a team, and manage frequent interruptions.

Responsibility

Work under limited supervision using standardized practices and methods. Lead, guide, and coordinate others. Track budget expenditures. Utilize resources from other work units as required to perform job functions. Some opportunity to impact the organization's services.

Work Environment

Physical demands include some lifting, carrying, pushing, and pulling, with some stooping, kneeling, crouching, and fine finger dexterity. Generally involves 80% sitting, 10% walking, and 10% standing. The job is performed in a generally clean and healthy environment.

Experience

3 to 5 years of experience in an administrative role, preferably in HR or a related field

Education

High school diploma or equivalent

Additional education in HR or related fields is preferred

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

SM